

## Introduction

ICJI requires agencies to be responsible for providing registered users from their agency/organization with security roles (access levels) in the Egrants system. It is important for each agency to assume this responsibility. You know who should have access and who should not have access to grants for your agency.

This process starts by identifying and registering someone at your agency/organization as a User Manager. This designated User Manager must already be a registered user in Egrants with a User ID and password; therefore, if the person identified to be your User Manager is new to the Egrants system they must first become a registered user.

It is important to understand that the role of a User Manager is to manage access to the Egrants system for the agency's staff. **A User Manager cannot complete reports or submit applications unless they have additional security roles in Egrants. Other basic questions about the role of User Manager may be found in the document called [Frequently Asked Questions for User Managers](#).**

It is highly recommended that an agency assign the role of User Manager to more than one person within the agency. For larger agencies, it may make sense to have a User Manager for each work unit. **Please note:** ICJI will set up the initial User Manager for your agency. It is the responsibility of your User Manager to set up subsequent User Managers.

User Managers are notified via their Work Manager in Egrants that someone within their agency is requesting security access to agency grants. By clicking on the **"User Access Request"** link in Work Manager for the notification, the User Manager can quickly note the requested access and determine if they should approve or disapprove the request.

There are a variety of security roles (access levels) available in Egrants. To learn more, see the [Security Roles Quick Start Guide](#).

Access can be given for specific grants associated with your agency or to all of your agency's grants. If specific grants are selected, the user will only have access to the grants identified. Any new grants created will require the User Manager to go back into the system and approve additional access to the new Grant ID numbers. By selecting all grants/projects, the registered user has access to all current and future grants associated with your agency.